**Guidance notes for completion of the half yearly prudential data regulatory return FPR003a for Funeral Plan Providers and FPR003b Funeral Plan Intermediaries**

Guidance for FPR003a and FPR003b

This data collects key financial information half yearly from funeral plan firms and is used by the FCA in the monitoring of [firms](https://www.handbook.fca.org.uk/handbook/glossary/G430.html) both individually and collectively. The data assists the [FCA](https://www.handbook.fca.org.uk/handbook/glossary/G2974.html) in the ongoing supervision of [firms](https://www.handbook.fca.org.uk/handbook/glossary/G430.html) engaged in funeral plans activity.

The Funeral Plan Providers’ prudential data return is identified as FPR003a and the Funeral Plan Intermediaries’ prudential data return is identified as FPR003b. The guidance notes below relate to the returns for both and the relevant question numbers. Our RegData system is structured so that regulatory returns are specific to the firm.

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| This guidance note does not constitute individual or general FCA guidance. The purpose of this guidance is to help firms complete the financial return. This summary is not a substitute for reading the actual text of the FCA Handbook. It is important to note that this guidance may be subject to periodic review. |

FPR003a Data elements

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| Question | Notes |
| 1 | Intangible assets | Intangible assets are assets that are not physical. For example, goodwill, copyrights, patents and intellectual property. |
| 2 | Tangible assets | Tangible assets are assets that have physical substance and for which an approximate value can be attached. Examples include property, real estate, plant and equipment beneficially owned by the firm. |
| 3 | Investments | The company's long-term investments, including shares, bonds, real estate, exchange-traded funds, money market funds, cash or cash equivalents held for long-term investment purposes. |
| 4 | Total Fixed Assets | This should be the sum of items 1 (intangible assets), 2 (tangible assets) and 3 (investments). |
| 5 | Inventories | These are assets held for sale in the ordinary course of business (finished goods), assets in the production process for sale in the ordinary course of business (work in progress), and materials or supplies that are consumed during production (raw materials).  |
| 6 | Debtors | This includes loans and securities, and both trade and non-trade debtors. It also includes the total amount falling due within one year from directors, fellow group undertakings or undertakings in which the firm has a participating interest where included in Debtors. |
| 7 | Investments held as current assets | These are short-term investments that a firm holds for resale or pending their sale with a maturity date of less than one year and are generally, easily converted to cash. These can include short-terms investments in, for example, equities, debt securities and exchange-traded funds. It also includes the value of shares in group undertakings where such investments are held as current assets. |
| 8 | Cash at bank and in hand | This refers to amounts which are held by a business in the form of notes and coins (e.g. petty cash) or which are held at a bank in the form of on demand deposits. |
| 9 | Other assets | Includes any other current assets not reported elsewhere. |
| 10 | Total Current Assets | This should be the sum of items 5 to 9. |
| 11 | Bank loans and overdrafts | This comprises any borrowings made from banks or building societies. |
| 12 | Other liabilities falling due within one year | Includes any other current liabilities not reported elsewhere. |
| 13 | Total Current Liabilities | This should be the sum of items 11 to 12. |
| 14 | Net current assets | This should equal item 10 (total current assets) minus item 13 (total current liabilities). |
| 15 | Total assets less total current liabilities | This should equal item 4 (total fixed assets) plus item 14 (net current assets). |
| 16 | Other liabilities falling due after more than one year  |

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| These are longer term liabilities, including loans (e.g. mortgage, bank loans or debt securities issued) that are due to be repaid after more than one year and debt securities. |

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| 17 | Provisions for liabilities and charges | Liabilities of uncertain timing or amount eg arising from a legal or constructive obligation |
| 18 | Net assets | Net assets is the net current capital position of the firm. This should equal item 15 (total assets less total current liabilities) minus items 16 (other liabilities falling due after more than one year) and 17 (provisions for liabilities and charges). Please note that this figure must be the same figure as item 25 (total capital and reserves), otherwise the balance sheet will not balance. |
| 19 | Guarantees provided by firm | This is the total value of guarantees provided by the firm to cover the indebtedness of other persons or entities. |
| 20 | Ordinary share capital | The face value of shares that have been issued and for which cash has been received. |
| 21 | Preference share capital | The face value of shares that have been issued and for which cash has been received, and have preferential rights over the holders of ordinary shares. |
| 22 | Share premium account | The difference between the cash received in exchange for ordinary share capital and the face value of the shares issued. |
| 23 | Profit and Loss account (retained earnings) | The accumulation of all previously retained profits/losses since the birth of the firm.  |
| 24 | Other reserves | Any other reserves not already covered by the previous headings - an example would be revaluation reserves. |
| 25 | Total Capital and Reserves | This is the total capital and reserves at the firm. This figure is the total of item 20 (ordinary share capital), 21 (preference share capital), item 22 (share premium account), item 23 (profit and loss account (retained earnings)), and item 24 (other reserves). Please note that this figure must be the same figure as item 18 (net assets), otherwise the balance sheet will not balance.  |
| 26 | Sole trader / Partners' capital account / Members' capital | The current balance of the firm's capital account. |
| 27 | Other reserves | Any other reserves not already covered by the previous heading. |
| 28 | Total Capital and Reserves | This is the total capital and reserves at the firm. This figure is the total of item 26 (Sole trader/Partners' capital account/Members' capital) and item 27 (other reserves). Please note that this figure must be the same figure as item 18 (net assets), otherwise the balance sheet will not balance. |
| 29 | Total amount falling due within one year from directors, fellow group undertakings or undertakings in which the firm has a participating interest where included in Debtors | Insert monetary value. |
| 30 | Value of shares in group undertakings where such investments are held as current assets | Insert monetary value. |
| 31 | Revenue from all regulated pre-paid funeral plan activities | This is the sum of commission, fees and other income from all regulated pre-paid funeral plan activities. |
| 32 | Revenue from all FCA regulated activities | This is the sum of commission, fees and other income from all FCA regulated activities, including all regulated pre-paid funeral plan activities.  |
| 33 | Revenue from all non-FCA regulated activities | This is the sum of commission, fees and other income from all non-FCA regulated activities.  |
| 34 | Total Revenue | This is the sum of item 32 (revenue from all FCA regulated activities) and item 33 (revenue from all non-FCA regulated activities). |
| 35 | Total Expenditure | This is the total expenditure of the firm both in relation to its regulated and non-regulated activities (excluding tax). Commissions paid to appointed representatives are recorded here. |
| 36 | Profit/(Loss) on ordinary activities before taxation | This figure is produced by deducting the total expenditure from ordinary activities (both regulated and non-regulated) from the total revenue (both regulated and non-regulated). If the firm has not undertaken any extraordinary activities, the formula is simply: item 34 (total revenue) minus item 35 (total expenditure). |
| 37 | Profit/(Loss) on extraordinary activities before taxation | An extraordinary event is a one-off event that has either generated a significant profit or loss. Examples of an extraordinary activity would be the sale of a building, or the purchase of new premises. This figure should be calculated using the following formula: Total revenue obtained as a result of the extraordinary activities - total expenditure caused as a result of extraordinary activities. |
| 38 | Taxation | The firm should estimate the tax that will be payable on its profits, and insert that figure in this field. |
| 39 | Profit/(Loss) for the period before dividends and appropriations | This figure should be calculated using the following formula: item 34 (total revenue) - item 35 (total expenditure) - item 38 taxation. |
| 40 | Dividends and other appropriations | Dividends and other appropriations include dividends paid to shareholders, staff bonuses, wages paid to self (sole trader) etc. |
| 41 | Retained Profit | Retained profit is calculated using the following formula: Item 39 (Profit/(Loss) for the period before dividends and appropriations) - item 40 (dividends and other appropriations). |
| 42 | Date of most recent annual report and accounts | State the date. |
| 43 | Please provide an attachment or the link to the publication of your most recent annual report and accounts. | Provide an attachment or state the link. |
| 44 | Single payment | State the relevant numbers and monetary values - refer to FPCOB 15.5.1R(3).  |
| 45 | Instalment - fully paid | State the relevant numbers and monetary values - refer to FPCOB 15.5.1R(3). |
| 46 | Instalment - not yet fully paid | State the relevant numbers and monetary values - refer to FPCOB 15.5.1R(3). |
| 47 | Total | State the relevant numbers and monetary values. For columns A and B, provide the sums of the relevant figures in items 44, 45 and 46.  |
| 48 | Value of trust assets | Insert monetary value, including net present value of remaining instalments. |
| 49 | Trust assets per undrawn (live) funeral plan | Provide the information on a fully paid up instalment basis. |
| 50 | Have you obtained a Solvency Assessment Report (SAR) in the last 12 months | State yes or no. |
| 51 | Date of most recent Solvency Assessment Report (SAR) | State the date |
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| Please provide an attachment or the link to the publication of your most recent Solvency Assessment Report (SAR) |  |  |

 | Add an attachment or a link. |
| 53 | What is the name of the trust actuary who completed your most recent Solvency Assessment Report (SAR) | State the trust actuary’s name. |
| 54 | What is the name of trust actuary's company | State the company name. |
| 55 | Valuation Date of Solvency Assessment Report (SAR) | State the date. |
| 56 | Valuation of trust assets | State the monetary value. |
| 57 | Valuation of pre-paid funeral plan liabilities | State the monetary value. |
| 58 | Solvency Ratio (best estimate basis) | This is the ratio of trust assets over trust liabilities as a percentage, on a best estimate basis. A best estimate valuation should reflect the actuary’s expectation of future experience for each risk factor given all available, relevant experience and information pertaining to the assumption being estimated and set in such a manner that there is an equal likelihood of the actual value being greater than or less than the expected value. |
| 59 | Have any withdrawal / disbursements of trust surplus(es) been authorised by the trust actuary during the reporting period | State ‘yes’ or ‘no’. |
| 60 | Value of any withdrawal / disbursements of trust surplus(es) during reporting period | State the total monetary value of withdrawals / disbursements. |
| 61 | Date of most recent annual trust accounts | State date. |
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| Please provide an attachment or the link to the publication of your most recent annual trust accounts |  |  |

 | State link. |
| 63 | Single premium | State the relevant numbers and monetary values -refer to FPCOB 15.5.1R(3). |
| 64 | Instalment - inside moratorium period | State the relevant numbers and monetary values -refer to FPCOB 15.5.1R(3). |
| 65 | Instalment - outside moratorium period | State the relevant numbers and monetary values -refer to FPCOB 15.5.1R(3). |
| 66 | Total | State the relevant numbers and monetary values. For columns A and B, provide the sums of the relevant figures in items 63, 64 and 65. |
| 67 | Average age of policy holders | State average age of policy holders.  |
| 68 | Number of Appointed Representatives ("ARs") registered with the firm, at the end of the reporting period, that are engaged in pre-paid funeral plan activities | State number of ARs. |
| 69 | Total revenue accrued by registered Appointed Representatives of the firm from all pre-paid funeral plan activities during the reporting period | State total revenue. |
| 70 | Does the firm have appropriate systems and procedures to ensure thatthe activities of its ARs are effectively monitored and controlled | Answer ‘yes’ or ‘no’. |
| 71 | Number of ARs that have been subject to monitoring visits by the firm during the reporting period  | (For firms that have registered Appointed Representatives). State the number of ARs. |
| 72 | Number of ARs that have been subject to file reviews by the firm during the Reporting Period | (For firms that have registered Appointed Representatives). State the number of ARs. |
| 73 | Number of ARs that have been subject to financial checks by the firm during the reporting period | (For firms that have registered Appointed Representatives). State the number of ARs. |
| 74 | If your firm is incorporated, does your firm qualify for the Companies House small firms’ exemption from having its accounts audited | Answer ‘yes’ or ‘no’. |
| 75 | If the firm is required to submit audited accounts, please report the date on which your accounts were last audited | State the date, if applicable. |
| 76 | Annual income |

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| A firm’s annual income refers to all income received or receivable, whether arising from the firm’s permitted activities or not, as reported in its most recent audited annual financial statements. Please see FPCOBS 15.8 (Calculation of annual income). |

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| 77 | the sum of:(a) the number of undrawn funeral plan contracts backed by trust arrangements, multiplied by the median of the amounts that would be payable to the firm under each trust arrangement if a funeral were required on the day following the end of the firm’s previous reporting period, multiplied by 0.5%;(b) the number of undrawn funeral plan contracts backed by a whole of life insurance policy, multiplied by the median of the amounts payable to the firm under each whole of life insurance policy if a funeral were required on the day following the end of the firm’s previous reporting period, multiplied by 0.5% | This is calculated using the following formula (see FPCOB 15.5.1R(3): (Item 47A (total number of undrawn (live) funeral plans backed by trust arrangements not redeemed against a funeral) x item 47F (median value for the whole group of undrawn (live) funeral plans backed by trust arrangements and not redeemed against a funeral) x 0.005)+(item 66A (total number of live insurance-backed funeral plans not redeemed against a funeral) x item 66F (median plan sum assured for the whole group of live insurance-backed funeral plans not redeemed against a funeral) x 0.005). |
| 78 | Base requirement | Guidance not required. Note that this differs for funeral plan providers and funeral plan intermediaries. |
| 79 | 2.5% of annual income |

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| This figure should be calculated using the following formula: item 76 (annual income) x 0.025. |

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| 80 | Core capital Resources Requirement | This is the higher of: item 77, item 78, and item 79. See FPCOB 15.5.1R |
| 81 | Share capital | As per FPCOB 15.9.3R, this includes 'ordinary share capital' and 'preference share capital (excluding preference shares redeemable by shareholders within two years)'. This must be fully paid. |
| 82 | Reserves | This is the accumulated total of all retained profit, and other reserves created by appropriations of share premiums and similar realised appropriations. Reserves would also include gifts of capital, for example, from a parent undertaking. See also FPCOB 15.9.3R, including for adjustments that firms must make to its reserves, where appropriate.  |
| 83 | Interim net profits | This figure is the total interim profits net of tax, anticipated dividends or proprietors' drawings and other appropriations. See FPCOB 15.9.3R |
| 84 | Revaluation reserves | These are unrealised reserves arising from the revaluation of fixed assets. |
| 85 | Eligible subordinated loans | Eligible subordinated loans - a subordinated loan/debt must not form part of the capital resources for the core capital resources requirement of the firm unless it meets the conditions set out in FPCOB 15.9.8R.  |
| 86 | Less investments in own shares | Any 'investments' in the balance sheet which are invested in the firm's own shares must be inserted in this box for deduction. |
| 87 | Less intangible assets | Intangible assets are assets that are not physical. For example, goodwill, copyrights, patents and intellectual property. This should be the same figure inserted in Question 1. |
| 88 | Less interim net losses |

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| These should be inserted in this box when they have not already been incorporated into the 'reserves'. |

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| 89 | Total Core Capital Resources | This is calculated using the following formula: item 81 (share capital) + item 82 (reserves) + item 83 (interim net profits) + item 84 (revaluation reserves) + item 85 (eligible subordinated loans) - item 86 (investments in own shares) - item 87 (intangible assets) - item 88 (interim net losses). |
| 90 | Capital of a sole trader or partnership | This is the total net balance on the firm's capital accounts and current account. See FPCOB 15.9.3R. |
| 91 | Eligible subordinated loans | Eligible subordinated loans - A subordinated loan/debt must not form part of the capital resources for the core capital resources requirement of the firm unless it meets the conditions set out in FPCOB 15.9.8R. |
| 92 | Personal assets not needed to meet non-business liabilities | Sole traders and partnerships may use personal assets as eligible capital unless: i) these assets are being used to meet liabilities relating to other non-FCA activities (including personal and other business activities); or ii) the firm holds client money or other client assets. |
| 93 | Less intangible assets |

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| Intangible assets are assets that are not physical. For example, goodwill, copyrights, patents and intellectual property. This should be the same figure inserted in Question 1. |

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| 94 | Less interim net losses | These should be inserted in this box when they have not already been incorporated into the firm's capital or current accounts. |
| 95 | Less excess of drawings over profits for a sole trader or partnership | Firms should include any excess capital removed from the firm over and above any profit made by the firm for deduction. |
| 96 | Total Core Capital Resources | This is calculated using the following formula: item 90 (capital of a sole trader or partnership) + item 91 (eligible subordinated loans) + item 92 (personal assets not needed to meet non-business liabilities) - item 93 (intangible assets) - item 94 (interim net losses) - item 95 (excess of drawings over profits for a sole trader or partnership) |
| 97 | Core Capital Resources Surplus/(Deficit) | This is calculated using the following formula: item 89 or 96 (total core capital resources) - item 80 (core capital resources requirement). |

**Guidance notes for completion of the half yearly prudential data regulatory return FPR003b for Funeral Plan Intermediaries**

Guidance for FPR003b

This data collects key financial information half yearly from funeral plan firms and is used by the FCA in the monitoring of [firms](https://www.handbook.fca.org.uk/handbook/glossary/G430.html) both individually and collectively. The data assists the [FCA](https://www.handbook.fca.org.uk/handbook/glossary/G2974.html) in the ongoing supervision of [firms](https://www.handbook.fca.org.uk/handbook/glossary/G430.html) engaged in funeral plans activity.

The Funeral Plan Intermediaries prudential data return is identified as FPR003b and the guidance notes below relate to the return for Funeral Plan Intermediaries and the relevant question numbers. Our RegData system is structured so that regulatory returns are specific to the firm.

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| This guidance note does not constitute individual or general FCA guidance. The purpose of this guidance is to help firms complete the financial return. This summary is not a substitute for reading the actual text of the FCA Handbook. It is important to note that this guidance may be subject to periodic review. |

Data elements for FPR003b

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| Question | Notes |
| 1 | Intangible assets | Intangible assets are assets that are not physical. For example, goodwill, copyrights, patents and intellectual property. |
| 2 | Tangible assets | Tangible assets are assets that have physical substance and for which an approximate value can be attached. Examples include property, real estate, plant and equipment beneficially owned by the firm. |
| 3 | Investments | The company's long-term investments, including shares, bonds, real estate, exchange-traded funds, money market funds, cash or cash equivalents held for long-term investment purposes. |
| 4 | Total Fixed Assets | This should be the sum of items 1 (intangible assets), 2 (tangible assets) and 3 (investments). |
| 5 | Inventories | These are assets held for sale in the ordinary course of business (finished goods), assets in the production process for sale in the ordinary course of business (work in progress), and materials or supplies that are consumed during production (raw materials).  |
| 6 | Debtors | This includes loans and securities, and both trade and non-trade debtors. It also includes the total amount falling due within one year from directors, fellow group undertakings or undertakings in which the firm has a participating interest where included in Debtors. |
| 7 | Investments held as current assets | These are short-term investments that a firm holds for resale or pending their sale with a maturity date of less than one year and are generally, easily converted to cash. These can include short-terms investments in, for example, equities, debt securities and exchange-traded funds. It also includes the value of shares in group undertakings where such investments are held as current assets. |
| 8 | Cash at bank and in hand | This refers to amounts which are held by a business in the form of notes and coins (e.g. petty cash) or which are held at a bank in the form of on demand deposits. |
| 9 | Other assets | Includes any other current assets not reported elsewhere. |
| 10 | Total Current Assets | This should be the sum of items 5 to 9. |
| 11 | Bank loans and overdrafts | This comprises any borrowings made from banks or building societies. |
| 12 | Other liabilities falling due within one year | Includes any other current liabilities not reported elsewhere. |
| 13 | Total Current Liabilities | This should be the sum of items 11 to 12. |
| 14 | Net current assets | This should equal item 10 (total current assets) minus item 13 (total current liabilities). |
| 15 | Total assets less total current liabilities | This should equal item 4 (total fixed assets) plus item 14 (net current assets). |
| 16 | Other liabilities falling due after more than one year  |

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| These are longer term liabilities, including loans (e.g. mortgage, bank loans or debt securities issued) that are due to be repaid after more than one year and debt securities. |

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| 17 | Provisions for liabilities and charges | Liabilities of uncertain timing or amount eg arising from a legal or constructive obligation |
| 18 | Net assets | Net assets is the net current capital position of the firm. This should equal item 15 (total assets less total current liabilities) minus items 16 (other liabilities falling due after more than one year) and 17 (provisions for liabilities and charges). Please note that this figure must be the same figure as item 25 (total capital and reserves), otherwise the balance sheet will not balance. |
| 19 | Guarantees provided by firm | This is the total value of guarantees provided by the firm to cover the indebtedness of other persons or entities. |
| 20 | Ordinary share capital | The face value of shares that have been issued and for which cash has been received. |
| 21 | Preference share capital | The face value of shares that have been issued and for which cash has been received and have preferential rights over the holders of ordinary shares. |
| 22 | Share premium account | The difference between the cash received in exchange for ordinary share capital and the face value of the shares issued. |
| 23 | Profit and Loss account (retained earnings) | The accumulation of all previously retained profits/losses since the birth of the firm.  |
| 24 | Other reserves | Any other reserves not already covered by the previous headings - an example would be revaluation reserves. |
| 25 | Total Capital and Reserves | This is the total capital and reserves at the firm. This figure is the total of item 20 (ordinary share capital), 21 (preference share capital), item 22 (share premium account), item 23 (profit and loss account (retained earnings)), and item 24 (other reserves). Please note that this figure must be the same figure as item 18 (net assets), otherwise the balance sheet will not balance.  |
| 26 | Sole trader / Partners' capital account / Members' capital | The current balance of the firm's capital account. |
| 27 | Other reserves | Any other reserves not already covered by the previous heading. |
| 28 | Total Capital and Reserves | This is the total capital and reserves at the firm. This figure is the total of item 26 (Sole trader/Partners' capital account/Members' capital) and item 27 (other reserves). Please note that this figure must be the same figure as item 18 (net assets), otherwise the balance sheet will not balance. |
| 29 | Total amount falling due within one year from directors, fellow group undertakings or undertakings in which the firm has a participating interest where included in Debtors | Insert monetary value. |
| 30 | Value of shares in group undertakings where such investments are held as current assets | Insert monetary value. |
| 31 | Revenue from all regulated pre-paid funeral plan activities | This is the sum of commission, fees and other income from all regulated pre-paid funeral plan activities. |
| 32 | Revenue from all FCA regulated activities | This is the sum of commission, fees and other income from all FCA regulated activities, including all regulated pre-paid funeral plan activities.  |
| 33 | Revenue from all non-FCA regulated activities | This is the sum of commission, fees and other income from all non-FCA regulated activities.  |
| 34 | Total Revenue | This is the sum of item 32 (revenue from all FCA regulated activities) and item 33 (revenue from all non-FCA regulated activities). |
| 35 | Total Expenditure | This is the total expenditure of the firm both in relation to its regulated and non-regulated activities (excluding tax). Commissions paid to appointed representatives are recorded here. |
| 36 | Profit/(Loss) on ordinary activities before taxation | This figure is produced by deducting the total expenditure from ordinary activities (both regulated and non-regulated) from the total revenue (both regulated and non-regulated). If the firm has not undertaken any extraordinary activities, the formula is simply: item 34 (total revenue) minus item 35 (total expenditure). |
| 37 | Profit/(Loss) on extraordinary activities before taxation | An extraordinary event is a one-off event that has either generated a significant profit or loss. Examples of an extraordinary activity would be the sale of a building, or the purchase of new premises. This figure should be calculated using the following formula: Total revenue obtained as a result of the extraordinary activities - total expenditure caused as a result of extraordinary activities. |
| 38 | Taxation | The firm should estimate the tax that will be payable on its profits, and insert that figure in this field. |
| 39 | Profit/(Loss) for the period before dividends and appropriations | This figure should be calculated using the following formula: item 34 (total revenue) - item 35 (total expenditure) - item 38 taxation. |
| 40 | Dividends and other appropriations | Dividends and other appropriations include dividends paid to shareholders, staff bonuses, wages paid to self (sole trader) etc. |
| 41 | Retained Profit | Retained profit is calculated using the following formula: Item 39 (Profit/(Loss) for the period before dividends and appropriations) - item 40 (dividends and other appropriations). |
| 42 | Date of most recent annual report and accounts | State the date. |
| 43 | Please provide an attachment or the link to the publication of your most recent annual report and accounts. | Provide an attachment or state the link. |
| 44 | Number of Appointed Representatives ("ARs") registered with the firm, at the end of the reporting period, that are engaged in pre-paid funeral plan activities | State number of ARs. |
| 45 | Total revenue accrued by registered Appointed Representatives of the firm from all pre-paid funeral plan activities during the reporting period | State total revenue. |
| 46 | Does the firm have appropriate systems and procedures to ensure thatthe activities of its ARs are effectively monitored and controlled | Answer ‘yes’ or ‘no’. |
| 47 | Number of ARs that have been subject to monitoring visits by the firm during the reporting period  | (For firms that have registered Appointed Representatives). State the number of ARs. |
| 48 | Number of ARs that have been subject to file reviews by the firm during the Reporting Period | (For firms that have registered Appointed Representatives). State the number of ARs. |
| 49 | Number of ARs that have been subject to financial checks by the firm during the reporting period | (For firms that have registered Appointed Representatives). State the number of ARs. |
| 50 | If your firm is incorporated, does your firm qualify for the Companies House small firms’ exemption from having its accounts audited | Answer ‘yes’ or ‘no’. |
| 51 | If the firm is required to submit audited accounts, please report the date on which your accounts were last audited | State the date, if applicable. |
| 52 | Annual income |

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| A firm’s annual income refers to all income received or receivable, whether arising from the firm’s permitted activities or not, as reported in its most recent audited annual financial statements. Please see FPCOBS 15.8 (Calculation of annual income). |

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| 53 | Base requirement | Guidance not required. Note that this differs for funeral plan providers and funeral plan intermediaries. |
| 54 | 2.5% of annual income |

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| This figure should be calculated using the following formula: item 52 (annual income) x 0.025. |

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| 55 | Core capital Resources Requirement | This is the higher of: item 53, and item 54. See FPCOB 15.5.1R |
| 56 | Share capital | As per FPCOB 15.9.3R, this includes 'ordinary share capital' and 'preference share capital (excluding preference shares redeemable by shareholders within two years)'. This must be fully paid. |
| 57 | Reserves | This is the accumulated total of all retained profit, and other reserves created by appropriations of share premiums and similar realised appropriations. Reserves would also include gifts of capital, for example, from a parent undertaking. See also FPCOB 15.9.3R, including for adjustments that firms must make to its reserves, where appropriate.  |
| 58 | Interim net profits | This figure is the total interim profits net of tax, anticipated dividends or proprietors' drawings and other appropriations. See FPCOB 15.9.3R |
| 59 | Revaluation reserves | These are unrealised reserves arising from the revaluation of fixed assets. |
| 60 | Eligible subordinated loans | Eligible subordinated loans - a subordinated loan/debt must not form part of the capital resources for the core capital resources requirement of the firm unless it meets the conditions set out in FPCOB 15.9.8R.  |
| 61 | Less investments in own shares | Any 'investments' in the balance sheet which are invested in the firm's own shares must be inserted in this box for deduction. |
| 62 | Less intangible assets | Intangible assets are assets that are not physical. For example, goodwill, copyrights, patents and intellectual property. This should be the same figure inserted in Question 1. |
| 63 | Less interim net losses |

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| These should be inserted in this box when they have not already been incorporated into the 'reserves'. |

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| 64 | Total Core Capital Resources | This is calculated using the following formula: item 56 (share capital) + item 57 (reserves) + item 58 (interim net profits) + item 59 (revaluation reserves) + item 60 (eligible subordinated loans) - item 61 (investments in own shares) - item 62 (intangible assets) - item 63 (interim net losses). |
| 65 | Capital of a sole trader or partnership | This is the total net balance on the firm's capital accounts and current account. See FPCOB 15.9.3R. |
| 66 | Eligible subordinated loans | Eligible subordinated loans - A subordinated loan/debt must not form part of the capital resources for the core capital resources requirement of the firm unless it meets the conditions set out in FPCOB 15.9.8R. |
| 67 | Personal assets not needed to meet non-business liabilities | Sole traders and partnerships may use personal assets as eligible capital unless: i) these assets are being used to meet liabilities relating to other non-FCA activities (including personal and other business activities); or ii) the firm holds client money or other client assets. |
| 68 | Less intangible assets |

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| Intangible assets are assets that are not physical. For example, goodwill, copyrights, patents and intellectual property. This should be the same figure inserted in Question 1. |

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| 69 | Less interim net losses | These should be inserted in this box when they have not already been incorporated into the firm's capital or current accounts. |
| 70 | Less excess of drawings over profits for a sole trader or partnership | Firms should include any excess capital removed from the firm over and above any profit made by the firm for deduction. |
| 71 | Total Core Capital Resources | This is calculated using the following formula: item 65 (capital of a sole trader or partnership) + item 66 (eligible subordinated loans) + item 67 (personal assets not needed to meet non-business liabilities) - item 68 (intangible assets) - item 69 (interim net losses) - item 70 (excess of drawings over profits for a sole trader or partnership) |
| 72 | Core Capital Resources Surplus/(Deficit) | This is calculated using the following formula: item 64 or 71 (total core capital resources) - item 55 (core capital resources requirement). |